

Candidate Information Bulletin



STATE OF UTAH Master Esthetician Examination

Examinations

- Utah Master Esthetician Theory Examination
- Utah Law and Rules Examination

Introduction

The State Board Examination Program is designed to test the candidate's knowledge, skills, and abilities to practice and to determine whether the candidate is prepared to assume responsibility for the safety and welfare of the public.

This *Bulletin* is a guide for the candidate. If you have additional questions, you may contact the Division of Occupational and Professional Licensing (DOPL) concerning licensing questions, and contact Experior Assessments concerning questions on the examination process. **The Examination Registration Form and documentation is mailed to Experior, NOT to the DOPL.**

Registering for the Examination

Specific Theory and State Law Examinations are administered five days a week (Mon.-Fri.) at Experior located at 5486 South 1900 West, Suite C, Taylorsville, Utah 84118, and once each month in the St. George area. Register for the examination either:

1. **By Mail.** Complete the enclosed Application for Admission to Licensing Examination and return it by mail to Experior with your examination fee(s) made payable to Experior. You will be scheduled for an appointment at the first available time approximately one week after your application is received. Experior will mail you an Admission Letter providing you with the exact date and time of your test.
2. **By Telephone.** You can schedule your appointment by calling Experior at 801.355.5009, between 8:30 a.m. and 4:30 p.m., Monday through Friday. Simply pay for your examination with a major credit card (MasterCard or Visa).

Payment must be made in advance. You may reschedule your Theory and/or Law examination for a \$10.00 rescheduling fee up to the time of your appointment. If you fail to appear for your appointment

or are not admitted due to lack of proper identification, your examination fee will be forfeited and you must reapply for the examination. No exceptions are allowed. **Examination fees will not be refunded and are not transferable.**

Licensure Process

Upon completion of all licensure requirements including passing all examination(s), submit a complete application for licensure to:

By US Mail

Division of Occupational and Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational and Professional Licensing
160 East 300 South, 4th floor
Salt Lake City, Utah 84111

Applications for licensure are available on the Internet at <http://www.dopl.utah.gov>

You may also obtain licensure applications from:

Experior
5486 South 1900 West, Suite C
Taylorsville, Utah 84118
801.355.5009

E-mail: contactus@experioronline.com
In the subject you must specify: **UT Cos**
Web site: www.experioronline.com

Fees (subject to change)

The fee for the Utah Master Esthetician Theory Exam and Utah Law and Rules Examination is **\$65.00**. Fee includes same-day theory or law score. If you retake one part of the Theory or Law examination the fee is **\$50.00**.

Computerized Testing

Examinations are administered using Experior user-friendly, Microsoft Windows®-based, computerized testing system. Experior uses IBM compatible personal computers, similar to what you may have at home or in your business. **You do not need computer experience to use this system.** In fact, you only use five keys on the entire keyboard to take the test. (The other keys are

disabled. There is no way you can damage your test by accidentally touching a wrong key.)

Before you begin your examination, you are allowed to take a short practice examination to become familiar with the computer testing system. A friendly Experior test monitor will help you if you need further assistance.

You will receive your score at the conclusion of the examination.

Walk-In Computer Theory and Law Examination

You may simply walk in and test on a space-available basis for an additional \$10.00 fee. No reservation is required. The examination fee, plus the walk-in fee, must be paid before taking the examination.

Candidates with Special Needs

If you require a special testing accommodation under the *Americans with Disabilities Act* (ADA), please contact Experior to obtain an Accommodation Request Form. You will be required to submit written verification of your disability before scheduling your examination.

If English is your second language, please note that a language barrier is not considered a disability.

What to Bring with You

- A current, valid, clearly recognizable picture identification. (current driver's license preferred)

If you do not provide appropriate identification, you will not be permitted to test and you will forfeit your fee.

How to Take Your Examination

All examinations are closed book. No reference materials, notes, cellular telephones, pagers or beepers are permitted. Briefcases, backpacks, purses, bags, etc. must not be taken into the Theory and Law examination room.

You may not eat, drink or use tobacco in the testing room.

General Policies and Procedures

Security Policies

Irregularities observed during either the Theory examination administration, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aid to other candidates, attempting to remove test information by any means, possession of unauthorized notes or equipment, or sharing supplies may be sufficient cause to end your test participation, or to invalidate or cancel scores. Irregularities may be identified by observation or

suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of testing materials.

Experior reserves the right to investigate each incident of misconduct or irregularity and will report such problems directly to DOPL. DOPL makes all final decisions on test score invalidations and cancellations.

Irregularities may result in your inability to test for a stated period of time or cause testing to take place under special conditions.

No visitors, guests or children are allowed in the test center.

Copyrighted Exam Questions

All test questions are the copyrighted property of Experior Assessments™, LLC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

Emergency Policy

In the event of inclement weather or a similar emergency, a scheduled examination may be canceled or delayed. However, due to the problematic logistics of a cancellation, this decision is made only in rare instances, and at the discretion of the Experior. If a test center is open for testing and you choose not to appear for testing, your fee will be forfeited and you will need to reschedule your examination.

If you have concerns, contact Experior.

Environmental Distracter

Although Experior makes every attempt to provide an environment conducive to testing, outside noise and room temperature fluctuations are sometimes unavoidable problems. You may wish to dress in layers so you can easily adapt to a cooler or warmer climate in the examination room.

Score Information

Each Computer Theory and Law Examination is scored the same day it is administered. To ensure your confidentiality, no test scores are given over the phone.

A score of 75 or higher is needed on the Master Esthetician Theory and the Utah Law examinations in order to pass that particular examination.

If you do not pass the examination, you may request a strength and weakness report. This will help you determine areas where more study is needed before you retake the test. The per exam fee for this report is

\$15.00. (The report is only available for your most recent examination.) You must send a **written** request to Experior after being notified of your score.

Appeal Committee

Our goal at Experior is to provide a quality test and a pleasant testing experience to every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. To facilitate this, we provide an opportunity at the end of your exam to make comments, and your comments will be reviewed by Experior personnel, but you will not receive a direct response. You may also contact one of our Candidate Support Specialists at 800.280.3926 to discuss your concern. The Candidate Support Specialist will direct inquiry to the appropriate individual for response.

We try to resolve candidate concerns at the testing site or on the phone whenever possible. If you feel that your concern has not been resolved, you must put your comments in writing to the following address:

Experior
ATTN: Appeal Committee
1360 Energy Park Drive
St. Paul, MN 55108-5252
Fax: 800.347.9242

If your concern is regarding the content of the exam, you must mail your concern to Experior, as only original signatures can be accepted. No faxes are allowed. If your concern is regarding registration, scheduling or test administration, (testing site procedures, equipment, personnel, etc.), you may either mail or fax your concern to Experior. In your letter, include your name, your Social Security number, the name of the exam, the date you tested and a specific description of your concern and the relevant facts surrounding it. Experior will investigate your concerns and you will receive a response in writing from the Appeal Committee within 10 business days of receipt at Experior.

Master Esthetician Theory Examination Outline

The examination consists of 125 multiple-choice scored questions. You will have 2- 1/2 hours to complete the examination. An approximate number of questions is provided.

1. General Concepts 18 Questions

- A. Infection Control
 - Bacteria
 - Sanitation
 - Cleansing, Disinfection, Sterilization
 - Material Disposal/Non-Disposal
 - Contagious Diseases
 - Control Agencies

- B. Client Protection
 - Personal Hygiene
 - General Cleansing and Sanitation
 - Precautions/Contraindications
- C. Client Protection
 - Professionalism
- D. Salon Management
 - Insurance
 - Record Keeping
 - Positions
 - Salon Policies

2. Applied Anatomy 45 Items

- A. Histology of Skin
 - Cell
 - Tissues and Systems
 - Skin Structure
 - Glands of the Skin
 - Hormones
 - Immune System
 - Skin Penetration
 - Skin Conditions (Characteristics)
 - Nutrition
 - Vitamins and Herbs
- B. Dermatology
 - Medical Professionals
 - Medically Treated Condition
 - Prescription Drugs
 - Esthetic Medical Treatments
- C. Terms
 - Esthetic: Keratinization, Exfoliant, Hyperpigmentation, Lesions, etc.
 - Medical: Rhinoplasty, Botox, Vesicle, Squamous Cell Carcinoma, etc.

3. Skin Treatments 52 Items

- A. Facial and Body Massage
 - Benefits
 - Analysis
 - Preparation
 - Manipulations
 - Safety and Sanitation Measures
 - Massage Types (lymph drainage, shiatsu, reflexology, Swedish)
- B. Facial and Body Treatments
 - Skin Types
 - Analysis
 - Preparation
 - Benefits
 - Safety and Sanitation Measures
 - Facial Steps

Extractions
Aromatherapy
Essential Oils
Masks

- C. Esthetic Equipment
Facial Equipment
Body Treatment Equipment
Massage Equipment
Contraindications
- D. Clinical Treatments
Chemical Peeling
 Procedures
 Precautions
 Liability
 Record Keeping
 Safety and Sanitation
Microdermabrasion
 Procedures
 Precautions
 Liability
 Record Keeping
 Safety and Sanitation
Equipment
- E. Ingredients
PH
Chemical Peeling Ingredients
Bleaching Ingredients
Basic Ingredients
Active Ingredients

4. Hair Removal

5 Items

- A. Waxing
Preparation
Procedures
After Care
Design and Shaping
- B. Tweezing
Implements
Procedures
After Care
- C. Depilatories
Wax Types (Hard Wax, Soft Wax, Sugaring)
Equipment
- D. Safety Measures
Client consultation and Record Keeping
Safety and Sanitation Procedures

5. Makeup

5 Items

- A. Purpose and Effects
Application Types (Day, Evening, Wedding, etc.)
Face Structure
- B. Supplies and Implements
Products
Brushes
- C. Preparation
- D. Procedures
- E. Safety Measures
Safety and Sanitation

Suggested References

Test questions are developed from industry standards. This examination emphasizes information presented in these references.

Milady's Standard Textbook of Estheticians, Delmar Publishers, 800-347-7707

Milady's Skin Care Beyond the Basics, Author Mark Lees, Delmar Publishers, 800-347-7707

A Complete Guide to Microdermabrasion, Author Laura Root, Laura Root, Publisher 602.493.5982.
Email llroot@home.com

Utah State Laws, Rules and Regulations

State Laws and Rules Examination

This examination is a closed-book examination that consists of 50 multiple-choice questions. You will have two hours to complete this examination. A score of 75 or higher is required to receive a passing grade.

State Laws and Regulations

50 Questions

Utah Law and Rules Examination References

A Study Guide (consisting of two booklets) has been prepared to assist you in preparing for the Law examination. This Study Guide includes a content outline listing the sources from which the examination was developed and relevant sources (i.e., state statutes, rules, etc.). The cost of the Study Guide is \$15.00 (plus shipping/handling and tax). You may order this Study Guide by calling Experior or by completing and submitting the enclosed Order Form. **All sales are final.**